

City of
EDMONDS
Washington

EXECUTIVE ASSISTANT TO THE MAYOR

Department:	Mayor's Office	Pay Grade:	NR-8
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Mayor

POSITION PURPOSE: Under general supervision, plans and performs technical administrative office coordination to assure smooth, timely and efficient office operations for the department; relieves the Mayor of technical clerical and administrative duties having City-wide impact; researches, collects, analyzes and compiles data and information for inclusion in reports; maintains complex financial records, files and budgets related to departmental operations, programs and expenditures.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans and performs technical administrative office coordination; processes departmental accounts payables and accounts receivables; processes departmental payroll and relieves the Mayor of technical clerical and administrative duties having City-wide impact.
- Researches, analyzes and prepares recommendations or conclusions on assigned projects; assists with collection of data at the request of the Mayor.
- Composes, prepares and types a variety of correspondence, memos, reports and other materials and proofreads materials to assure accuracy and completeness.
- Organizes and coordinates office functions, activities and communications; assures efficient workflow and office operations.
- Responsible for maintaining assigned information the government channel (Channel 21).
- Prepares reports, minutes, agendas, correspondence and other materials as appropriate and according to decisions and approved actions.
- Researches, analyzes and prepares information on a variety of topics; coordinates efforts with City departments, government agencies and vendors.
- Provides information to the public and others as requested; performs public disclosure requests regarding confidential records in compliance with Washington State laws.
- Attends a variety of meetings including staff meetings as assigned; participates on a variety of City committees as directed.
- Maintains confidentiality of sensitive departmental and other information; provides information and assistance to City staff as needed.
- Prepares and maintains various records and files; archives files and records as needed in compliance with the Washington State records retention schedule.
- Performs complex and varied clerical support to relieve the department head of administrative detail including: answering telephones and greeting visitors, providing information in person or on the telephone or referring to appropriate personnel; opens, screens and routes mail.
- Operates office machines including: computers, copiers, calculators, typewriters and other equipment as assigned.

JOB DESCRIPTION

Executive Assistant

Required Knowledge of:

- City organization, procedures, local ordinances and Federal and State laws.
- Administrative functions and operations of a City government.
- Research methods, data collection and statistical analysis.
- Accurate, lawful, and efficient record-keeping techniques.
- Budget monitoring and control including proficient skills in mathematics.
- Interpersonal skills using tact, patience and courtesy.
- Principles of customer service and public relations.
- Proper telephone etiquette.
- Effective oral and written communication principles and practices.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned work.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Performing technical clerical and administrative duties having City-wide impact.
- Planning and performing technical administrative office coordination duties.
- Maintaining records, files, and information in compliance with laws, policies and procedures.
- Interpreting, applying and explaining rules, regulations, policies, procedures and laws.
- Successfully meeting schedules and time lines.
- Preparing a variety of reports, logs, records and files related to assigned activities.
- Maintaining confidentiality of sensitive information; working confidentially with discretion.
- Being flexible and able to work with diverse personalities.
- Researching a variety of subjects and presenting information in an efficient, accurate manner.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Meet schedules and time lines and ability to work independently.
- Communicating effectively verbally and in writing, including public relations and customer service.

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: two years college-level training with specialized course work in office administration or related field and four years of increasingly responsible office management or administrative office support experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

JOB DESCRIPTION
Executive Assistant

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials
- Operating/using a computer keyboard and other office equipment
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling or crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 20 lbs.

Hazards:

- Contact with angry and/or dissatisfied customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____